

May 2, 2008

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the full-time, grant-funded, position of Communications Officer P3, Step A-B (Job #08-18). Position will remain open until filled.

COMMUNICATIONS OFFICER (P3, Step A-B)

POSITION SUMMARY:

Temporary, grant-funded, full-time position (20+ months). The San Francisco Estuary Project (SFEP) has been awarded grant funds from the State Water Resources Control Board to implement the Urban Pesticide Pollution Prevention (UP3) Project. The UP3 Project's goal is to prevent water pollution from pesticides. The UP3 Project provides tools to municipalities to support their efforts to reduce municipal pesticide use and conduct outreach to their communities; compiles the latest relevant scientific information and provides e-mail updates and annual reports; and provides technical assistance to California Water Boards and municipalities to encourage the U.S. Environmental Protection Agency (U.S. EPA) and the California Department of Pesticide Regulation (DPR) to prevent water quality problems from pesticides.

Incumbent will facilitate coordination and collaboration among agencies working to prevent water quality problems from urban pesticide use. Incumbent will perform professional communications work for the San Francisco Estuary Project, a cooperative environmental management program of ABAG, U.S. EPA and the State of California. Incumbent will assist with implementation of the Project's Comprehensive Conservation and Management Plan.

DUTIES INCLUDE:

- Organize and convene bimonthly Urban Pesticide Committee meetings and biannual Public Agencies IPM Exchange meetings, including agenda preparation, recruiting speakers, facilitating meeting, maintaining e-mail list and preparing meeting summaries
- Organize hands-on integrated pest management trainings
- Oversee and interact with technical consultant
- Collaborate with a wide range of interested parties
- Give presentations to public agencies, professional associations and others
- Design and maintain web pages
- Edit technical reports
- Research and develop tools to assist local governments
- Work may include other projects for SFEP in addition to UP3, such as training workshops and upgrades to the SFEP web site

QUALIFICATIONS AND DESIRED EXPERIENCE:

- Proficiency in MS Office Suite, Quark or Adobe InDesign, Dreamweaver, HTML, Photoshop, PowerPoint
- Knowledge of pesticide or water quality issues
- Legislative or policy work at the federal, state or local government level
- Publishing/desktop publishing experience
- Experience working with local governments
- Experience with meeting management and project management
- Writing, editing, and web site design
- Familiarity with the Internet

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree with major course work in Communications, Public Relations, English, Journalism, Political Science or related field, and minimum of three (3) years of increasingly responsible professional experience. Master's degree in any of the above named fields may be substituted for one (1) year of the required experience.

ADDITIONAL INFORMATION

Work location is at the San Francisco Bay Regional Water Quality Control Board (Water Board) in downtown Oakland. For additional information on ABAG visit www.abag.ca.gov.

COMPENSATION AND BENEFITS

Salary: \$5,679 - \$5,951 per month

Pension: Employer Paid PERS 2.5% @ 55

Deferred Compensation: STARS 457 Retirement Plan

Health Plans: Three HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 08-18
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 08-18, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.